



Code of Conduct

March 2026

Last review completed by:

Board of Trustees

Date of last review:

March 2026

Next review due:

March 2027

Document owner:

J Holmes

Distribution list:

Board of Trustees

1. Purpose

This Code of Conduct sets out the standards of behaviour expected of everyone working with or on behalf of Both Sides Foundation. It supports our commitment to creating safe, respectful and inclusive environments for all those who engage with our work.

The Code is intended to provide clarity and guidance, not to be restrictive or punitive.

2. Scope

This Code of Conduct applies to all individuals working with or representing Both Sides Foundation, including trustees, staff, volunteers, practitioners, facilitators, contractors and delivery partners.

It applies across all activities delivered by the Foundation, including retreats, workshops, outreach activities, events and online engagement.

3. Our Values and Behaviour

Those working with Both Sides Foundation are expected to act with integrity, respect and professionalism at all times. This includes:

- Treating everyone with dignity, fairness and respect
- Valuing diversity and promoting inclusion
- Acting honestly and transparently
- Being mindful of how words, actions and behaviour may affect others

Discrimination, harassment, intimidation or abusive behaviour will not be tolerated.

4. Professional Boundaries

Much of the Foundation's work takes place in emotionally open or reflective spaces. Clear and appropriate boundaries are therefore essential.

Individuals must:

- Maintain professional boundaries at all times
- Be aware of power dynamics, influence and trust
- Avoid behaviour that could be perceived as exploitative, coercive or inappropriate
- Not seek personal, emotional, financial or other benefit from their role

Any uncertainty about boundaries should be discussed with a senior representative of the Foundation.

5. Safeguarding and Welfare

Everyone working with the Foundation has a responsibility to promote the safety and wellbeing of others.

All individuals must:

- Act in accordance with the Foundation's **Safeguarding Policy**
- Be alert to concerns about harm, abuse or neglect
- Report safeguarding concerns promptly and appropriately

Safeguarding takes precedence over confidentiality where someone may be at risk.

6. Confidentiality and Information Handling

Individuals must respect confidentiality and privacy in line with the Foundation's **Confidentiality Policy, Data Protection Policy** and **Privacy Notice**.

This includes:

- Handling personal and sensitive information with care
- Not sharing information inappropriately
- Understanding that confidentiality has clear limits where safeguarding or legal obligations apply

7. Conflicts of Interest

All trustees and others in positions of responsibility must act in the best interests of the Foundation and comply with the **Conflict of Interest Policy**.

Any actual or potential conflicts of interest must be declared as soon as they arise.

8. Use of Position and Representation

Those representing Both Sides Foundation must:

- Act in a way that upholds the reputation and values of the charity
- Not misuse their position, authority or access
- Not bring the Foundation into disrepute through conduct or communication

This applies both in person and online, including use of social media where individuals may be associated with the Foundation.

9. Raising Concerns

If something does not feel right, individuals are encouraged to speak up.

Concerns may be raised through:

- Line management or senior leads
- The Designated Safeguarding Lead
- The Foundation's **Complaints** or **Whistleblowing** procedures

Concerns raised in good faith will be taken seriously and handled appropriately.

10. Breaches of the Code

Failure to follow this Code of Conduct may result in appropriate action being taken, depending on the nature and seriousness of the issue. This may include removal from activities, termination of involvement with the Foundation, or referral under other relevant policies.

11. Review

This Code of Conduct is reviewed annually by the Board of Trustees, or sooner if required due to changes in the Foundation's activities or governance.

Signed

Signed

Neil Bolding
Position: Chair of Trustee
Date: March 2026

James Holmes
Position: Trustee and Governance Lead
Date: March 2026